

BUILDING INSPECTOR III

DEFINITION

To lead and perform inspections of commercial, industrial, and residential buildings at various stages of construction, alteration and repair for conformance with state and local building, plumbing, mechanical, and electrical codes, ordinances, and regulations; responsible for training staff; to interpret and enforce building codes and issue notices to correct violations; provide technical support to Senior Building Inspectors; and to perform related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey or lead level class in the Building Inspector series. Incumbents perform the full range of duties as assigned and receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Employees in this class are distinguished from the Building Inspector II class in that the lead level provides technical and/or functional guidance over subordinate staff.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned supervisor; and provides functional and/or technical guidance over subordinate inspectors.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Lead and inspect residential, commercial and industrial buildings, swimming pools, retaining walls, and similar structures during all phases of construction, alteration, remodel or repair to ensure compliance with provisions of building, plumbing, mechanical, electrical codes and ordinances, and any other regulation that may apply.

Perform the more complex and/or technical inspections in the division, and assist other inspectors in resolving difficult field inspection problems.

Train and instruct new and less experienced employees; provide input on staff evaluations.

Assist in the investigation of complaints and recommend corrective action as necessary.

Ensure that buildings and structures are being constructed in accordance with the building codes and regulations in a safe manner, and in accordance with approved plans and specifications by analyzing and interpreting technical codes and reports.

Prepare certificates of final inspection; issue notices to correct code violations; may issue stop notices; maintain detailed records of all inspections, review and interpret technical reports and plan details prior to, during, and following inspections.

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Building Inspector III

Inspect quality of materials and methods of construction; look for construction or alterations being performed without proper building permits, and refer to appropriate department/section.

Coordinate with staff in other City departments; advise the public on building regulations and building permit requirements.

Investigate complaints involving building requirements including disabled access requirements; take photographs to document violations.

Review building plans to determine compliance with the City building requirements.

Provide information to builders, architects and the general public.

Respond to emergency situations in off-hours as required.

Deal with irate customers in an effective manner.

Operate City vehicles skillfully and safely.

Keep work related records and prepare reports and related correspondence using a desktop and handheld computer.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer services.

Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of examining and interpreting construction design plans, specifications, and working plans, and methods and practices of conducting building inspections.

Pertinent rules, laws, policies, and codes including the California Building, Plumbing, Mechanical, and Electrical codes.

Building and related codes and ordinances enforceable by the City.

Principles and practices of examining and interpreting construction design plans, specifications, and working plans, and methods and practices of conducting building inspections.

Construction terminology materials and methods used at all stages of construction.

Mathematical calculations used in plumbing, electrical, mechanical and building trades.

Safe work methods and safety regulations.

Principles and practices of customer service and conflict resolution techniques.

Computer equipment and software applications related to assignment.

English usage, spelling, grammar, and punctuation.

Ability to:

Apply technical knowledge and follow proper inspection techniques to examine work and materials.

Lead and review the work of others.

Train and instruct others in proper work methods and techniques.

Inspect and analyze standard building construction and identify violations.

Manage time effectively with high volume while maintaining quality of each inspection.

Research, interpret and apply technical building, electrical, plumbing and mechanical codes.

Enforce codes and regulations with firmness, tact and impartiality.

Maintain accurate records, checklists and logs; prepare correspondence and issue notices.

Stay abreast of changes in building and related codes.

Deal with irate customers in an effective manner.

Act as Senior Building Inspector in his/her absence as directed.

Use initiative and sound independent judgment within established guidelines.

Drive City vehicles observing legal and defensive driving practices.

Keep work related records using a computer.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of responsible journey level experience as a building inspector. Responsible experience at the journey level in the building trades can substitute for one year of experience, which can be added to the two years for Associate's Degree for a total of three years.

Training:

Equivalent to completion of the twelfth grade. An Associate's Degree in Construction Technology or a closely related field may be substituted for two years of experience.

License or Certificate

Possession of a valid California driver's license.

A valid Combination Inspector certificate from the International Code Council (ICC).

PHYSICAL DEMANDS

On a continuous basis, sit at a desk, walk, or stand up for long periods of time. Intermittently twist and reach office equipment; write or use keyboard to communicate through written means; may lift or carry weight of up to 20 pounds. Drive a motorized vehicle, walk on uneven surfaces, kneel, stoop, bend, walk on scaffolding, and climb up or down slopes and ladders while conducting field inspections. See in the normal vision range with or without correction, read typical business documents, plans, and computer screens; hear in the normal range with or without correction.

WORKING ENVIRONMENT

Work is performed both outdoors and indoors; the performance of fieldwork tasks requires exposure to a variety of weather conditions; work with exposure to traffic, noise, physical barriers, and around heavy equipment or around potentially hazardous substances, and slippery or uneven surfaces. Indoors work is performed in a carpeted and air-conditioned office environment with fluorescent lighting and moderate noise level. Work is frequently disrupted by the need to respond to in-person and telephone inquiries.